



# MONITORING OF TASKS

## JOB AID PER-26 | TRANSACTION IT0019

PA

The purpose of this job aid is to provide general instructions for the creation/maintenance of an IT0019 (Monitoring of Tasks). It also includes a list of reasons and definitions of the tasks found on IT0019 that includes the duration of a task.

### Create and Maintain an IT0019 Record

The Monitoring of Tasks infotype is like a tickler file and is date-driven. Enter a due date and then run the Date Monitoring report (S\_PH0\_48000450 in SAP or B0099 in BI) to view the various tasks due for a week. If the task is completed prior to the due date, it will display on the reports unless the Monitoring of Tasks infotype is delimited.

**Create Monitoring of Tasks (0019)**

Personnel No 80001035 Name Marvin Tillman

EEGroup A SPA Employees PersA 4601 Cultural Resources

EESubgroup A1 FT N-FLSAOT Perm Statu Active

**Task**

Task Type [dropdown]

Date of Task ☒ Processing indicator New task [dropdown]

**Reminder**

Reminder Date [text box]

Lead/follow-up time [text box] For specific task type [dropdown]

**Comments**


[text box]

[text box]

[text box]

These are three Processing indicators that can be selected to categorize tasks:

- **New task** – When creating a new task in IT0019, select the Create icon . The processing indicator will default automatically to New Task. Enter and save comments in reference to the new task.
- **Task in process** – When updating information in IT0019, use the Copy icon . This retrieves the original task and maintains the history. Manually change the processing indicator to Task in Process. Enter and save comments in reference to the processing of the task.
- **Task completed** – When completing an IT0019, select the copy icon to retrieve the original task and maintain the history. Manually change the processing indicator to Task Completed. Enter and save comments regarding the completion of the task.

**NOTE:** The original date of the Monitoring of Task record will stay the same when using the Copy  function.



Always use the **Copy** function  to maintain the IT0019 record.

**REPORTS:** The Processing Indicator status will display on the SAP Date Monitoring Report (S\_PHO\_48000450) and the Employee Deadline Dates report (BI0099).

### When to Create a Monitoring of Tasks Record

Create and maintain the Monitoring of Tasks (IT0019) infotype for the following events:

- Break in service for temporary employees
- Verification of education
- Training progressions
- Probation to Perm
- Various types of Leave of Absence (LOA)
- Work Against
- Acting Pay
- Other “flags” as needed

### Field Options

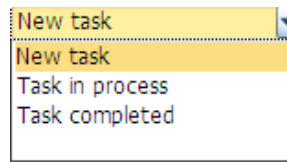
#### TASK TYPE

Task	Definition
<b>01 – End of Probation</b>	Probation is one (1) year. Set the reminder for one year. <i>Example – EOD 5/1/2016 – set reminder for 3/31/2017 to check with Supervisor.</i>
<b>02 – Trainee Progression</b>	Set the reminder based on the length of the specific time frame.
<b>04 – Acting Pay</b>	Set the reminder based on the length of the specific time frame.
<b>05 – Credential Verification</b>	Set the reminder to be verified within 90 days per policy.
<b>06 – Temporary Appointment</b>	Set the reminder based on the length of the specific time frame.
<b>07 – Workers’ Comp (7 day)</b>	Set the reminder for the end of the workers’ comp waiting period, to change the action for the appropriate reason for the eighth (8) day of the workers’ comp.

<b>08 – S/T Disability (60 days)</b>	Set the reminder for the end of the short-term disability waiting period, to change the action for the appropriate reason for the 61st day of the disability.
<b>09 – Military – RAD 30 days paid</b>	Set the reminder for the end of the 30 days, to change the action for the appropriate reason.
<b>10 - 16 – 5 days to 120 days</b>	Use by the Grievance Maintainer for reminders within policy timelines.
<b>17 – 18 months</b>	Used by the Warning Maintainer for when warning expires.
<b>19 – End of Contract</b>	Set the remainder for the end of the contract.
<b>20 – JB Appointment Ends</b>	For Judicial Branch use only.
<b>21 – Elected Appt Ends</b>	Set the reminder for the end of the appointment.
<b>22 – RIF Eligibility Ends</b>	Set the reminder for the end of the RIF eligibility.
<b>23 – Prove Foster Child</b>	Set the reminder for the end of the eligibility.
<b>24 – Est Leave Run Out</b>	Set the reminder for the end of the leave.
<b>25 – Est Return Date</b>	Set the reminder for the return date.
<b>26 – Est End of Sal Cont</b>	Set the reminder for the end of the Salary Continuation.
<b>27 – STD/Extended Ends</b>	Set the reminder based on the length of the specific time frame.
<b>30 – FMLA Ends</b>	Set the reminder based on the length of the specific time frame.
<b>31 – FIL Ends</b>	Set the reminder based on the length of the specific time frame.
<b>32 – Check Leave Balances</b>	Set the reminder based on the length of the specific time frame.
<b>33 – License Renewal</b>	Set the reminder based on the length of the specific time frame.
<b>34 – Work Against</b>	Set the reminder based on the length of the specific time frame.
<b>35 – Alternate WSR</b>	Set the reminder based on the length of the specific time frame.
<b>36 – Time Limited Ends</b>	Set the reminder based on the length of the specific time frame.
<b>37 – Service Award Due</b>	Set the reminder based on the length of the specific time frame.
<b>38 – Secondary Employment</b>	Set the reminder based on the length of the specific time frame.
<b>39 – Other</b>	Set the reminder based on the length of the specific time frame.
<b>40 – Research Asst 60 Mth</b>	Set the reminder based on the length of the specific time frame.
<b>41 – Employ Authorization</b>	Set the reminder for the expiration date of work authorization document.

## PROCESSING INDICATOR

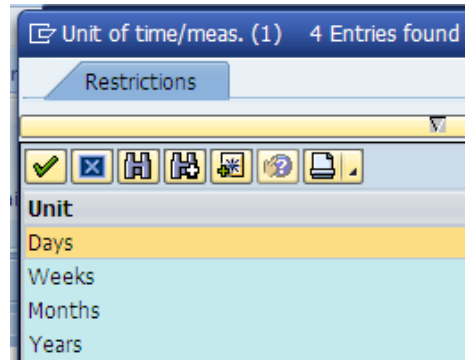
- New task
- Task in process
- Task completed



## LEAD/FOLLOW-UP TIME

### Lead Time

- Days
- Weeks
- Months
- Years



### Follow-up Time

- For specific task type
- Lead time: Reminder takes place before task date/deadline
- Follow-up time: Reminder takes place after task deadline

For specific task type  
 Lead time: Reminder takes place before task date/deadline  
 Follow-up time: Reminder takes place after task deadline

## Supervisor Access

Supervisors have access via their MSS inbox.